

# CTE Skill Certificate Test Performance Documentation

**This document must be submitted to the test coordinator along with the test scan sheets at the time of testing. It will be submitted to the USOE for the audit and a copy kept on file for two years.**

**Course: Retailing (School Store)**  
**Test Number: 408**  
**School:**  
**Instructor's Name:**

**# Students in course:**  
**# Students tested:**  
**Date:**

This is to verify that the students on the attached class roll\* accomplished the following performance objectives at or above the 80% (moderately to highly skilled) level.

## **Performance Objectives – Required**

Students must complete **both** of the required performance objectives below to fulfill the state requirement for performance. Indicate completion of competencies below.

1. Demonstrate the sales process in a retail setting.
2. Operate a point-of-sale terminal or register, including all associated activities: count change, calculate sales tax, balance and verify till, and process merchandise returns.

## **Performance Objectives – Optional Activities**

Select and complete **five (5) of the twelve (12)** optional performance objectives below to fulfill the state requirement for performance

1. Analyze the product mix for a retail store, and recommend changes or improvements to the mix.
2. Review security measures for the school store and make recommendations for improvements.
3. Arrange purchase and ordering of a product.
4. Create an organizational flowchart for the school store.
5. Outline the distribution channel for a product.
6. Review or design a pricing strategy for the school store.
7. Determine or outline a receiving process for a small business.
8. Describe ethical behavior for employees in a retail setting.
9. Design a store policy manual for the school store.
10. Design a retail sales promotion for a product or service.
11. Design a retail store layout or blueprint identifying different types of displays.
12. Construct a merchandise display or point-of-sale promotion.

Each performance is documented and kept on file for two years. (check one or more)

- ☐ Individual student performance tracking sheets
- ☐ A class period summary score sheet
- ☐ Recorded and identified in the class grade book

Instructor's Signature: \_\_\_\_\_

\*Attach a copy of the class period roll and draw a single line through any student on the roll not accomplishing ALL required performance objectives at the 80% (moderately to highly skilled) level.